

City of Kirkland Banking Services RFP 11-11-FA
Questions and Responses
Questions 36-41

36. Can you please provide a breakdown of checks deposited through the cash vault and those deposited through the branch? Nearly 100% of checks are deposited through the cash vault (Loomis is the carrier). The only checks which are deposited at the branch are Open Gym Deposits (cash and checks, but mostly cash) which are dropped off in the night drop and the Friday Night Market vendor booth payments for the late spring/summer which are only about 25 checks on a Friday evening.
37. For Current Day and Previous Day account reporting, do you have a preference of receiving this data via direct transmission or on-line web reporting? Kirkland would like to receive the cleared checks by direct transmission. All credit and debit account items can be received by on-line web reporting. Can you please confirm how you are receiving this data today? The City is receiving information both by direct transmission - the cleared checks are imported into our financial system) and by online reporting – all the deposit and electronic credits/debits.
38. We would like to include the City's logo/seal as part of our RFP response. Would that be permissible? Yes
39. For employees with no direct payroll deposit: Approximately how many employees receive payroll checks per pay period, and about how much would those checks total per pay period? (RFP states 400 employees receive direct deposit, with 600 transactions per pay period via ACH. From City's website, there are 468 FTE, so perhaps 68 employees receive payroll checks without direct deposit?). It is different each pay period, averages around 50 with a total of about \$45,000. For example our last pay period was 61 paychecks for a total of \$53,846.25
40. For checks deposited at a local branch: Are those items spread evenly throughout the month or is there a time period (i.e. beginning of the month) when the majority of items are deposited? As in #36 above, most checks are deposited through the vault cash. If a deposit is dropped off at the branch, it will be in the night drop or as in the case of the Friday Night Market, checks deposited will be Friday afternoon.
41. What would the City like to see from the Bank in these three areas?
- a. Payment of Financial System Upgrades and Fees through use of analysis – This is not done currently. As analysis fees don't cover all services now, due to the low earnings, this is not likely a feasible option.
 - b. Online Banking payments collected in a batch deposit. This is a current service and the City would like to continue with this service.
 - c. E-Payments – Not current City practice or service. The City is interested in seeing this option implemented based on availability of resources to get this implemented in the City's financial system and on a cost/benefit analysis with the financial services provider.